

**CLASS TITLE: ADMINISTRATOR EXTERNAL CIVIL RIGHTS PROGRAM
(DEPARTMENT OF TRANSPORTATION)**

Class Code: 02731400

Pay Grade: 36A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation to administer, organize, direct and evaluate the work of a staff engaged in a comprehensive program designed to assure external civil rights compliance in all aspects of the department's federal programs; to prepare an annual external Affirmative Action Plan and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Assistant Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to statewide policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the work of a professional and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to administer, organize, coordinate, evaluate and direct the work of a staff engaged in a comprehensive program designed to assure external civil rights compliance in all aspects of the department's federal programs. To supervise the conduct of investigations of purported Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs), based on third party complaints and requests from the United States Department of Transportation; to supervise reviews of DBE, MBE and WBE applications for certification; to supervise basic financial reviews of payroll records, cash disbursement journals, etc., of highway contractors; to supervise the preparation of written technical reports assimilating and analyzing data to draw appropriate conclusions; to review monthly written reports from staff stating accomplishments to date, identified problems and recommended solutions; to monitor field construction projects of disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises to determine their participation on field projects; to conduct and participate in fact finding proceedings and prepare recommendations based on the review of fact finding; to participate in the department's show cause hearings and prepare reports and supply documentation for these hearings; to be responsible for using and maintaining photographic equipment in field service; to supervise the preparation of quarterly and annual compliance reports; to supervise the investigation of complaints filed by the Department of Transportation employees concerning violations with United States Department of Transportation (USDOT) regulations and state policies and procedures.

To prepare an annual external Affirmative Action Plan for the department, detailing the steps to be taken to assure equal opportunity compliance.

To supervise counseling for trainees or applicants who believe they have been discriminated against because of race, color, religion, sex, age sexual preference/orientation, national origin, or physical or mental disability and to investigate those complaints.

To oversee and develop special initiatives and partnerships within state government and the private sector to assist minorities and women, including:

the TRAC initiative: Transportation and Civil engineering educational outreach, missioned to increase minorities and women high school student's consideration of careers in the transportation and engineering field; the URBAN YOUTH PROGRAM: Providing hands on, real life employment and

training activities and programs to inner city youth who have school diplomas of G.E.D.; the CHAMP: Computerized Employment and Contract Management Program, an innovative computer program addressing key elements of contract compliance including work force utilization, on-the-job training and small business program; the EQUIPMENT PURCHASE PROGRAM: Assisting minorities and women to acquire commercial driver's licenses and then purchase trucks through SBA underwritten loans; the FINANCE LEADING INITIATIVE with the Small Business Administration and major financial institutions in Rhode Island; and a SMALL BUSINESS DEVELOPMENT CENTER to assist small business directly involved with contracting or road and bridge work.

To be responsible for following federal and state legislation and interpreting their provisions concerning equal opportunity programs and enforcement.

To coordinate the department's efforts with those of other state departments with the federal government and with concerned citizens groups.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of civil rights work and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's federal programs; a thorough knowledge of the causes and effects of discriminatory practices against women and minorities; a working knowledge of federal and state laws as they relate to equal opportunity; a working knowledge of the organizational structure of state government; the ability to devise programs designed to assure equal employment opportunities; the ability to plan, supervise and review the work of a subordinate staff; the ability to maintain effective working relationships with contractors, public officials, workers and with women's and minority groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity dealing with equal employment, affirmative action, contract compliance review, or a closely related field:

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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